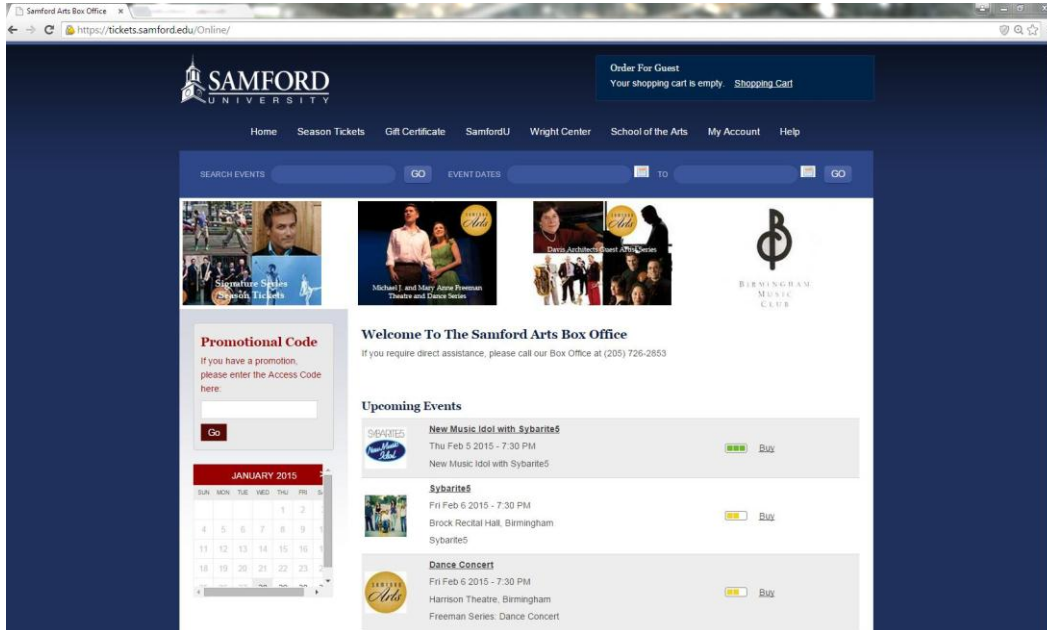
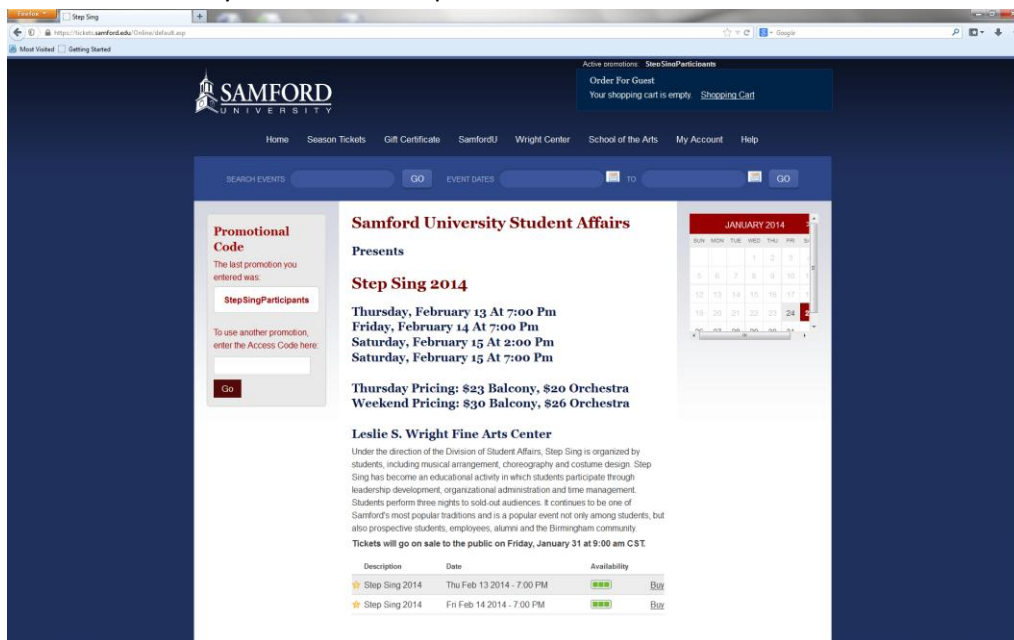


Step Sing Sales Instructions

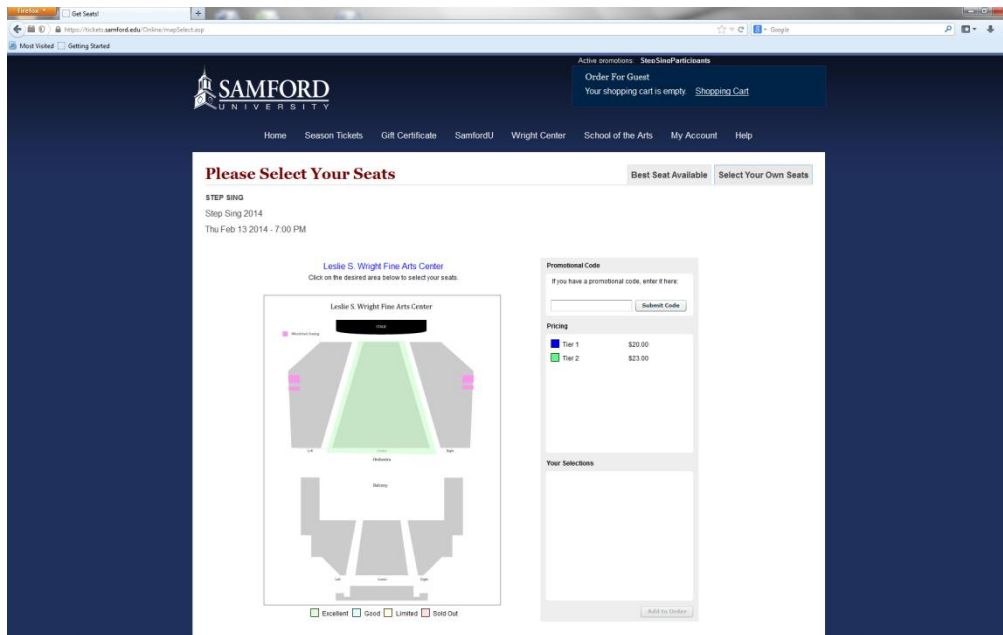
1. Go to <https://tickets.samford.edu>



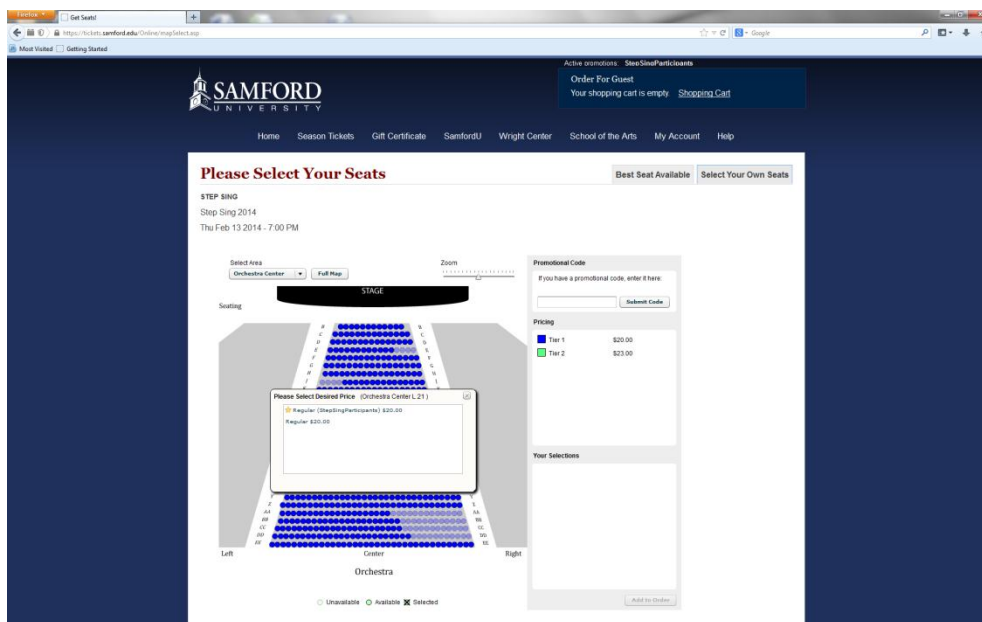
2. Click on OK. Then Click on VIEW next to Step Sing.
Click on the event you would like to purchase first



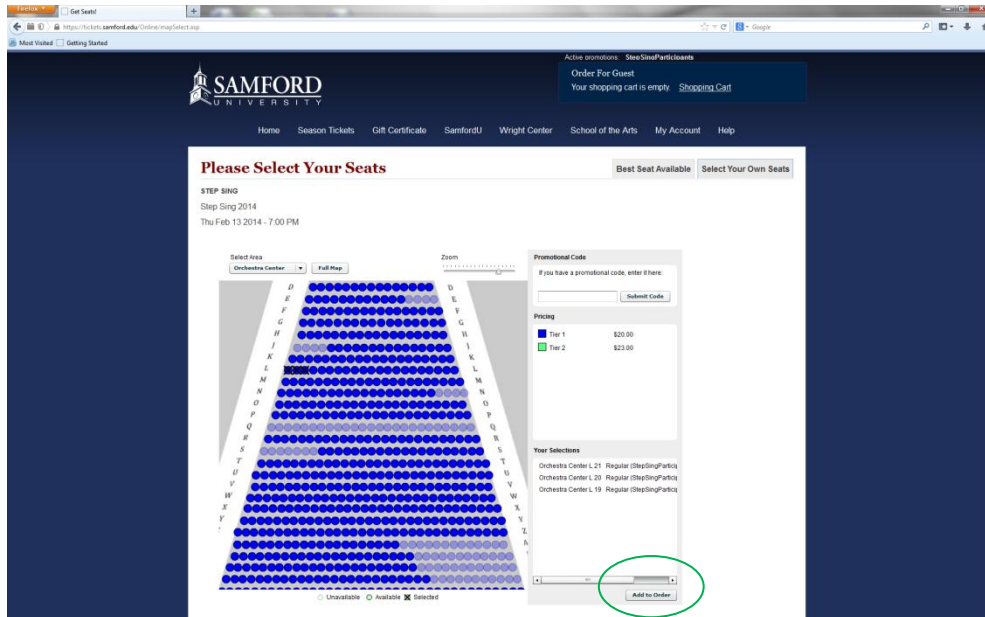
3. Choose the section you'd like to purchase from



4. Colored dots are available seats, grey are not. Click on seats you'd like to purchase. With each seat, choose your price point

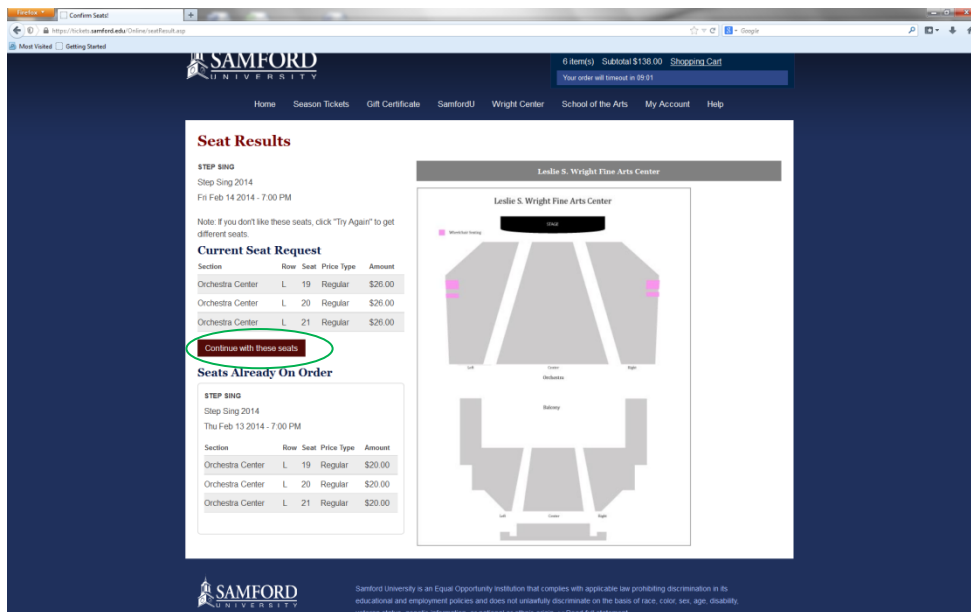


- When finished choosing seats, click ADD TO ORDER



- To select seats for other performances, click HOME at the top and repeat steps 3-6 for each performance.

- At the end of each performance, click CONTINUE WITH THESE SEATS



8. Once all of your seats have been selected, create a new account by choosing START NEW

The screenshot shows the Samford University website's checkout process. At the top, there's a navigation bar with links like Home, Season Tickets, Gift Certificate, SamfordU, Wright Center, School of the Arts, My Account, and Help. A shopping cart summary at the top right indicates 'Order For Guest', '6 item(s)', 'Subtotal \$138.00', and 'Your order will timeout in 08:39'. The main content area is titled 'How Would You Like To Continue With Your Order?'. It has two columns: 'Log In With My Account' with fields for Username, Password, and a 'Forgot your password?' link, and 'Create A New Account' with a 'Start New' button circled in green. A small text note says 'Creating an account will help you when making future bookings with us because your name and address will be stored for re-use.' The footer contains the Samford University logo, address (800 Lakeshore Drive, Birmingham, AL 35209), and copyright information (Copyright © 2013 Samford University).

9. Fill out all areas with asterisks. Click CONTINUE

The screenshot shows the 'Create Account' form on the Samford University website. The form is divided into several sections: 'Name' (Title, First Name, Middle Name, Last Name, Suffix), 'Address' (Street, City, State, Country, Zip Code), 'Phone' (Home Phone), 'Email Address' (Email), 'User Settings' (Password, Confirm Password), 'Marketing' (What was the last event that you attended at Samford?), 'Data Protection Options' (Customer Communication Preferences), and 'Keywords' (Classical, Comedy, Dance, Jazz, Music, Theatre). The 'Continue' button at the bottom right is circled in green. A 'Cancel' button is also visible at the bottom left. A note at the top of the form states 'A star indicates the field is required.' The 'Select All' button is also visible in the Keywords section.

10. Click CONTINUE

Authentication and Delivery

Order For Mr. John Doe
6 item(s) Subtotal \$138.00 [Shopping Cart](#)
Your order will be shipped in 06:33

Home Season Tickets Gift Certificate SamfordU Wright Center School of the Arts My Account Logout Help

Shopping Cart Delivery Details Billing Info Order Summary

order summary

Admission Total	\$138.00
Amount	
Grand Total	\$138.00

Delivery Details

Billing Customer
John Doe [Update Add Contact](#)

Billing Address
PO Box 2912345 [Update Add Address](#)

Billing Email Address
jdoe@samford.edu [Update](#)

Shipping Customer
[Dropdown]

Shipping Address
[Dropdown]

Shipping Email Address
[Dropdown]

[Gift This Order](#)

Delivery Method

Please Select A Delivery Method.

Delivery Method	Amount	Description
<input type="radio"/> Download	NIC	
<input checked="" type="radio"/> Email	NIC	

[Back](#) [Continue](#)

SAMFORD UNIVERSITY
800 Lakeshore Drive
Birmingham, AL 35229
205-936-3014

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11. Choose your credit card type

Confirm Address and Delivery

Home Season Tickets Gift Certificate SamfordU Wright Center School of the Arts My Account Logout Help

Shopping Cart Delivery Details Billing Info Order Summary

order summary

Admission Total	\$138.00
Amount	
Grand Total	\$138.00

Billing Info

Please verify the contact, address and delivery method information below before adding your payment.

Contact And Address Summary

Contact Summary [Update](#) Address [Update](#)

John Doe PO Box 2912345 Birmingham USA AL 35209

Additional Information

How did you hear about the show? Participant [Dropdown]

Delivery Method

Delivery Method [Update](#) Amount NIC

Email

Pay With A Gift Certificate

To use a gift certificate on this order, start by clicking the "Use Gift Certificate" button.

[Use Gift Certificate](#) [Check Your Balance](#)

Payment Information

Please select a Payment Method below:

Payment Method [Dropdown]

Purchase Summary

Admission Total Amount	\$138.00
Grand Total	\$138.00

[Buy](#) [Cancel](#)

Click the "Buy" button ONLY ONCE. Clicking more than once may charge your credit card multiple times.
Your privacy is important to us. [See our Privacy Policy](#)

12. Input your credit card information. Click BUY once

Contact And Address Summary

Contact Summary [Update](#) Address [Update](#)
 John Doe PO Box 2912345 Birmingham USA AL 35209

Additional Information
 How did you hear about the show? Participant

Delivery Method
 Delivery Method [Update](#) Amount N/C
 Email

Pay With A Gift Certificate
 To use a gift certificate on this order, start by clicking the "Use Gift Certificate" button.
[Use Gift Certificate](#) [Check Your Balance](#)

Payment Information
 Payment Method Visa
 Card Number 4242424242424242
 Expiration Date (MMYY) 12/15
 Cardholder Name John Doe
 CVV Code 123 [What is the CVV code?](#)
 Payment Amount \$138.00
[Update Changes](#)

Purchase Summary

Admission Total Amount	\$138.00
Grand Total	\$138.00

[Buy](#) [Cancel](#)

Click the "Buy" button ONLY once. Clicking more than once may charge your credit card multiple times.
 Your privacy is important to us. [See our Privacy Policy](#)

13. Once you see Order Created, you will receive an email. If you do not receive it immediately, check your spam filter.
 Attached to your email will be a PDF called TICKETS.PDF

Confirmation of Order Number 3813 - Message (HTML)

From: jdoe@samford.edu
 To: jdoe@samford.edu
 Subject: Confirmation of Order Number 3813
 Sent: Fri 1/24/2014 9:58 AM

Order Confirmation

Order # 3813 Order Date 2014-01-24 9:58 AM
 Invoice Date Sales Rep

THIS IS NOT A TICKET. PRINT THE ATTACHED TICKETS.

TICKETS	QTY	PRICE TYPE - PRICE ZONE	PRICE EACH	AMOUNT
Step Sing 2014 Thu Feb 13 2014 - 7:00 PM Seating Information Orchestra Center, 19-21 (3)	3	Regular (StepSingParticipants) - Tier 1	\$20.00	\$60.00
Step Sing 2014 Fri Feb 14 2014 - 7:00 PM Seating Information Orchestra Center, 19-21 (3)	3	Regular (StepSingParticipants) - Tier 1	\$20.00	\$60.00

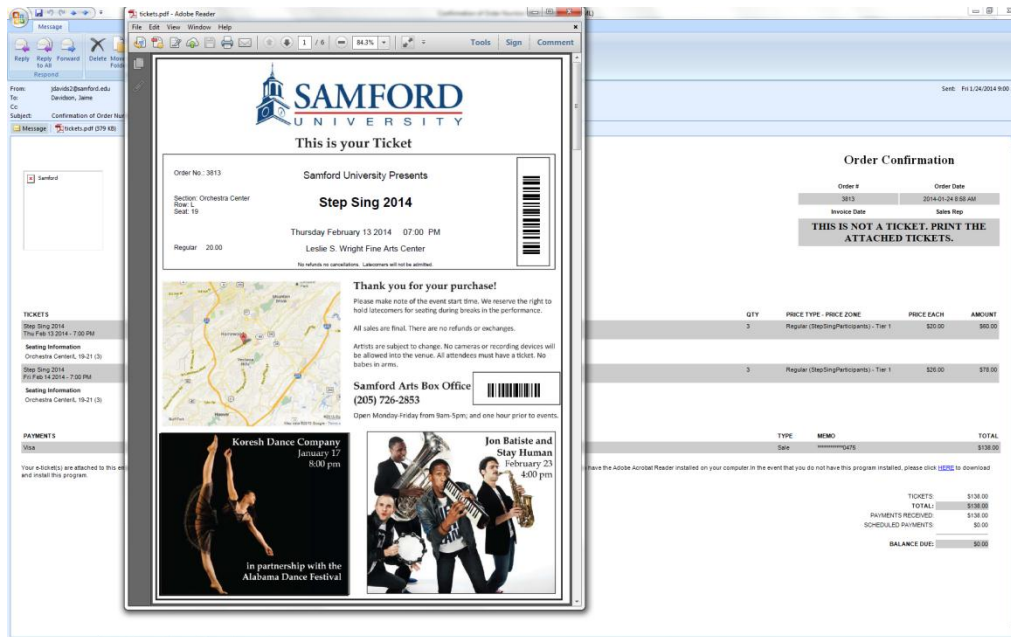
PAYMENTS	DATE	TYPE	MEMO	TOTAL
3813	2014-01-24 9:58 AM	SALE	*****1234	\$138.00

Your e-tickets are attached to this email, sent to jdoe@samford.edu. Please print out the PDF file attached to the email and bring it with you to gain admission to the event. The attachment requires that you have the Adobe Acrobat Reader installed on your computer in the event that you do not have this program installed, please click [HERE](#) to download and install this program.

Please Read Payment To:
Samford University
 800 Lakeshore Drive, Birmingham, AL 35229
 Tel: (205) 735-2803
<http://www.samford.edu>

TICKETS	\$138.00
TOTAL	\$138.00
PAYMENTS RECEIVED	\$138.00
SCHEDULED PAYMENTS	\$0.00
BALANCE DUE	\$0.00

14. Your PDF contains all of your tickets.



Important Notes about Step Sing Sales

1. You may only use 1 Credit Card per transaction. If you wish to use multiple credit cards, choose all the seats to be purchased on first credit card and complete the transaction. Then begin a brand new transaction for the next Credit Card. Instead of creating a new account, enter your email address and chosen password on the account screen.
2. If you have already established an online ticketing account, you may use that rather than create a new account.